



Job Opportunity

State Controller's Office

Position: Principal Claim Auditor

Statewide

Location: Division of Audits
3301 C Street, Suite 705, Sacramento, CA 95816

Issue Date: April 14, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, (916) 323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. Must submit proof of graduation from appropriate college or university.

California Relay Service: 1-800-735-2929

Position Number(s): 051-643-1762-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Senior Management Auditor, the incumbent plans, organizes and directs the work for the staff of the Claim Audits section. The Claim Audits section is responsible for the audit of all claims against the State prior to payment from the State Treasury. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Plans, organizes and directs staff engaged in auditing claims against the State to insure the validity and legality of these claims prior to payment from the State, while maintaining uniform application of laws and regulations. This includes the examining of all contracts, amendments, supplements or change orders for legality, completeness, correctness, propriety of purpose, sufficient provisions of law and required approvals; supervises the preparation of summaries of contract requirements.
- Acts in resolving complex problems in respect to claims; determines necessity for referring questions to legal advisers; confers with officials from State and local agencies to answer difficult or controversial questions arising from audits as to legality, procedures and policies.
- Updates staff on the application of new statutory provisions, court decisions, the Attorney General's opinions, administrative rules and regulations as they relate to claims against the State; reviews audit procedures, audit sampling techniques and fiscal controls and makes recommendations for improvement; oversees the maintenance of procedures manuals and audit reference files.
- Supervise staff and evaluate staff work performance. Prepare annual evaluation reports and probation reports.
- Perform special projects as required.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits
300 Capitol Mall, Suite 418
Sacramento, CA 95814

Attn: Laura Nicholls